



**Date:** December 2, 2016

**TO:** 19 Performance Measurement Counties (PMC)

**SUBJECT/PURPOSE:** How to Drop State Sampled Cases for August and September 2016 per ACWDL – CalFresh Quality Control State Sample

**RELATED REFERENCE:** None

**SUPERSEDES:** None

**EFFECTIVE DATE:** Effective Immediately

**BACKGROUND:**

On September 12, 2016, the California Department of Social Services (CDSS) released All County Welfare Directors Letter (ACWDL) – CalFresh Quality Control State Sample, which provided the 19 Performance Measurement Counties (PMC) the option of not completing their August and September 2016 State sampled active cases. Below are instructions on how to code those cases in the State's RADEP case review system.

**INSTRUCTIONS:****Step 1: Answer Federal Elements**

010-F013 Timeliness of Application Processing – Choose “3 – Other”

010-F001 Disposition – Choose “2 – Not Subject to Review”

010-F016 QC Interview Type – Choose “4 – No interview with household (disposition not subject to review)”

010-F018 Timeliness of Recertification – Choose “50 – No recertification within the 12 months prior to the sample month”

**Step 2: Enter specific narration into the case comments area on the main RADEP page**

“This case is not subject to review (NSTR) because (County Name) exercised its option to not complete this (August or September 2016) State sampled active case based on the option given by the State’s ACWDL – CalFresh Quality Control State Sample released on September 12, 2016.”

**Step 3: Submit the case for approval**

The county QC worker will run edits to ensure no fatal edits occur and then submit the case for approval. Then the county QC supervisor will approve the case. All of the State Sampled active cases will stay in RADEP as no State sampled cases are transmitted to SNAP-QCS.

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